Oregon Department of Transportation

ODOT APPRENTICE/TRAINEE MONTHLY PROGRESS

Enter the total hours from the previous Monthly Progress Record in Column 'B'. Enter daily to the nearest 1/2 hour, time spent on each work process; add the hours from Column 'B' plus Daily Record and enter total in column 'C'.

KEEP A COPY OF EACH MPR FOR YOUR NEXT MONTH'S ENTRY

MAIL TO:
ODOT PROJECT MANAGER
by the 10th of each month

NAME	CRAFT
ADDRESS	CONTRACT NUMBER
CITY, STATE AND ZIP	MONTH / YEAR

'A' LIST WORK PROCESSES AS PER STANDARDS	'B' HOURS BROUGHT FORWARD	Each day list the number of hours worked on each work process. Keep your records to the nearest 1/2 hour. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	'C' TOTAL HOURS THIS MONTH	'D' TOTAL HOURS TO DATE
TOTAL HOURS																																		
ENTER CLASS HOURS ATTENDED																																		

INSTRUCTOR'S COMMENTS

INSTRUCTOR'S SIGNATURE

NAME OF FIRM/EMPLOYER

LOCATION OR WORKSITE | TELEPHONE NUMBER

APPRENTICE/TRAINEE: I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT

SIGNED DATE

EMPLOYER PLEASE ANSWER THE FOLLOWING QUESTIONS	YES	NO
1. Is the apprentice/trainee punctual?	☐	☐
2. Is he/she willing to learn?	☐	☐
3. Does he/she show initiative?	☐	☐
4. Is his/her quality of work good?	☐	☐
5. Does he/she follow established safety practices?	☐	☐

EMPLOYER SIGNATURE DATE

731-0332(8-03)

INSTRUCTIONS FOR USE ARE ON THE REVERSE SIDE. PLEASE USE THE REVERSE SIDE FOR ANY ADDITIONAL COMMENTS.